

CLAY TOWNSHIP BOARD OF SUPERVISORS  
MEETING MINUTES  
April 30, 2024

The Supervisors of Clay Township met on an advertised meeting date of April 30, 2024, at 7:00 AM at the Clay Township Municipal Office, 870 Durlach Road, Stevens, Pennsylvania, at a time and place duly established to hold such a meeting and advertised and posted in accordance with the Second-Class Township Code and the Sunshine Law. The meeting agenda was also posted in accordance with the Second-Class Township Code and the Sunshine Law.

Supervisors present were Keith Martin, Vice President and Gary Landis, Secretary. Timothy Lausch, Chairman was absent from the meeting.

Bruce Leisey, Township Manager, Wendy Hackman, Administrative Assistant and Jennifer Mejia, Mejia Law Group were present.

Keith Martin called the meeting to order at 7:03 AM.

**Meeting Minutes**

Gary Landis made a motion, seconded by Keith Martin, to approve the March 26, 2024, meeting minutes. \* The motion was unanimously approved.

**Visitors**

1. Abigail Balmer, Ephrata Public Library

Abigail Balmer provided an updated to the Board of Supervisors on the activities at the Library and thanked the Board of Supervisors for their continued support.

There was discussion on the Workforce Development Grant which has to date provided 44 technology classes with 161 unique attendees. Overall, 521 individuals have been assisted in this grant cycle. Library Staff is currently gearing up for Summer Reading which starts 6/1/24 this year's theme is "Adventure Begins at Your Library".

The Board of Supervisors thanked the Library Staff for all the services they provide to the community.

**Engineer's Report**

None

## **Old Business**

1. HomeTowne Square – Public Walking Trail Concerns Update

This item was tabled until the May 13, 2024 Board of Supervisors meeting.

2. Approve Flooring Proposal

Bruce Leisey reviewed the flooring proposal from Heck Construction Company for the NLCRPD's side of the Township building with the Board of Supervisors.

Gary Landis made a motion, seconded by Keith Martin to approve the proposal in the amount of \$7,871.60 to replace flooring in Offices 120, 118 and 127 and authorize Bruce Leisey to sign the documents to proceed with the project. \* The motion was unanimously approved.

3. 227 and 229 Woodcorner Road NOV

Bruce Leisey updated the Board of Supervisors on the status of the corrections on both Notice of Violations.

After discussion, Gary Landis made a motion, seconded by Keith Martin to extend the NOV deadline date to May 28, 2024 contingent on no new additional tenants allowed by property owner. \* The motion was unanimously approved.

## **New Business**

1. Approve Seasonal Park Employment

Bruce Leisey informed the Board of Supervisors that Phil DeVirgilis is interested in assisting with park rental opening/closing and park mowing if needed when Earl Stauffer is unavailable.

Gary Landis made a motion, seconded by Keith Martin to hire Phil DeVirgilis as a Seasonal Summer Parks employee at a rate of \$20.00 per hour. \* The motion was unanimously approved.

2. Approve Change order on Dump Truck Purchase

Bruce Leisey reviewed the Change Order Request for the new dump truck with the Board of Supervisors. Bruce also informed them that the truck is on schedule for 6/30/24 to build.

Gary Landis made a motion, seconded by Keith Martin to approve the Change Order Request which adds an asphalt tarp to the truck, which was missed in the original quote, in the amount of \$3,400.00. \* The motion was unanimously approved.

3. Approve use of Snyder Park #2 for Easter Egg Hung

Bruce Leisey reviewed the request from the Hopeland United Methodist Church to move their annual Easter Egg Hunt from the Hopeland Park to Snyder #2.

Gary Landis made a motion, seconded by Keith Martin to approve the request. \* The motion was unanimously approved.

4. Award Road and Line Painting Bids for 2024

Bruce Leisey reviewed the 2024 Chip Seal and Line Painting Co-Op Bids with the Board of Supervisors.

Gary Landis made a motion, seconded by Keith Martin to award the Chip Seal Bid to Martin's Paving, Inc in the amount of \$190,569.22 as outlined in the 2024 MS-944. \* The motion was unanimously approved.

Gary Landis made a motion, seconded by Keith Martin to award the Line Painting Bid to A-1 Traffic Control Products, LLC in the amount of \$21,850.00 as outlined in the 2024 MS-944. \* The motion was unanimously approved.

5. Approve use of Snyder Park #2 until 10:30 PM

Bruce Leisey reviewed the request from Weaverland Youth Group to utilize Snyder #2 from 6:00 – 10:30 PM on 6/22/24 with the Board of Supervisors.

There was discussion on safety concerns with allowing rentals staying after dark.

Gary Landis made a motion, seconded by Keith Martin to approve the rental until 10:00 PM with no games after dark only socialization around the pavilion, rental will take trash to Snyder #1

dumpster at end of night and provide adult supervision at end of event to assist with attendee's leaving the event safely in the dark. \* The motion was unanimously approved.

6. Approve Bid for Hackman Road Culvert Replacement

Bruce Leisey reviewed the bid which was coordinated by West Cocalico Township for the Hackman Road culvert replacement with the Board of Supervisors.

West Cocalico Township awarded the bid to Kinsley in the amount of \$318,900.00 contingent on approved by Clay Township.

Gary Landis made a motion, seconded by Keith Martin to approve awarding of the bid with Clay Township being responsible for 50% of the cost of the project. \* The motion was unanimously approved.

7. EBA Fence Request

Bruce Leisey reviewed the request from the Ephrata Borough Authority to install fencing around the pump station located beside Bethany Gardens III. Bruce stated that the pump station was recently vandalized, and the fence would improve the security and safety of the pump station.

Gary Landis made a motion, seconded by Keith Martin to approve the fence request from Ephrata Borough Authority with the recommendation that the fence look as aesthetically pleasing as possible. \* The motion was unanimously approved.

**Executive Session**

Gary Landis made a motion, seconded by Keith Martin, to enter into Executive Session at 7:59 AM to discuss potential litigation matters. \* The motion was approved unanimously.

Gary Landis made a motion, seconded by Keith Martin, to exit Executive Session at 8:17 AM. \* The motion was approved unanimously.

Gary Landis made a motion, seconded by Keith Martin to authorize Jennifer Mejia and Bruce Leisey to draft and send separate Notice of Violations to the owner of 1500 Laurel drive for violations to sewer enforcement and building code. \* The motion was unanimously approved.

**Adjournment**

Gary Landis made a motion, seconded by Keith Martin, to adjourn the meeting at 8:23 AM. \* The motion was approved unanimously.

Clay Township Board of Supervisors

\_\_\_\_\_ ABSENT \_\_\_\_\_  
Timothy Lausch, Chairman

\_\_\_\_\_ Keith Martin, Vice Chairman

\_\_\_\_\_ Gary Landis, Secretary